



GUILDFORD
BOROUGH

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Tom Horwood
Joint Chief Executive

Dear Councillor

CORPORATE GOVERNANCE & STANDARDS COMMITTEE - THURSDAY 6 OCTOBER 2022

Please find attached the following:

Supplementary Information Sheet (Pages 1 - 6)

Yours sincerely

John Armstrong,
Democratic Services and Elections Manager
01483 444102

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CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

6 OCTOBER 2022

SUPPLEMENTARY INFORMATION

AGENDA ITEM 3: INTERNAL AUDIT PROGRESS REPORT (APRIL – OCTOBER 2022)

Correction:

The recommendation on page 5 of the agenda should read:

“The Committee is requested to note the Internal Audit Progress Report to **October** 2022, attached as Appendix 1, together with the key findings from the reviews undertaken since the last report to the Committee.”

AGENDA ITEM 4: SECTION 106 MONITORING REPORT

Update:

It has been suggested by the chairman that future Section 106 Monitoring reports show not only the dates on which Agreements were signed but also the dates on which monies need to be spent or allocated.

However, the date by which S106 monies need to be spent or allocated is dependent on when those monies are actually received by the Council, and in many cases, this may not have happened so in those circumstances we would not be able to provide a ‘spend by’ date.

Proposed additional recommendation:

Add the following to the recommendation on page 22 of the agenda:

“That the Lead Councillor for Development Management and officers be requested to give priority to expediting arrangements internally to ensure, as far as practicable, that “Expired Funds” are allocated to schemes, or purposes for which the S106 Agreement was entered into.”

AGENDA ITEM 7: FINANCIAL MONITORING REPORT 2022-23

Corrections:

- (a) In relation to the On Street Parking Reserve referred to in the table in paragraph 4.10 (page 191), we estimate that the Guildford On Street surplus of income over expenditure for 2022-23 will be £410,059. Park and Ride costs are likely to be £549,784 (excluding capital charges). The surplus will be used to fund Park and Ride but there will be a shortfall of £139,725.

We are able to apply up to 20% of the Waverley surplus for the purposes set out in s55 of the Road Traffic Regulation Act 1984, which includes the provision and maintenance of off-street parking.

(b) Substitute paragraph 6.3 (pages 193 and 194) with the following:

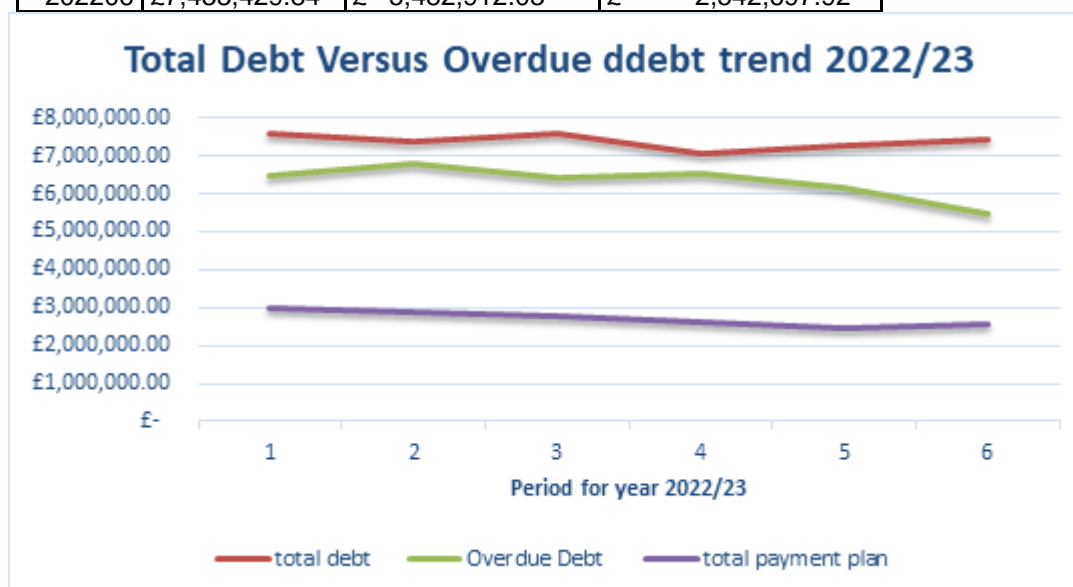
“6.3 Total Sundry invoice Debt

Period	NOT YET DUE FOR PAYMENT	< 30 days from due date	between 31 and 60 days	between 61 and 90 days	> 3 months from due date	Total Debt	Overdue Debt
2022/23 P3	£1,150,562	£1,044,785	£107,873	£582,041	£4,697,145	£7,582,408	£6,431,844
2022/23 P6	£1,950,518	£340,371	£164,640	£116,062	£4,861,839	£7,433,430	£5,482,912

The Overdue Debt has decreased by circa £1m from the end of Q1 2022/23. Of the circa £1m 80% is for debt that did not have a payment plan in place. This trend can be attributed to a number of factors including being able to maximise the new systems capabilities, having a stable team at full capacity and our ongoing collaboration with services focusing on outstanding debt.

Table and chart below show the overdue debt trend for 2022/23.

Period	Total Debt	Overdue Debt	Total Payment Plan
202201	£7,597,246.29	£ 6,500,727.28	£ 2,976,795.55
202202	£7,386,360.88	£ 6,797,391.27	£ 2,863,982.26
202203	£7,582,406.00	£ 6,431,844.00	£ 2,768,505.54
202204	£7,049,999.80	£ 6,544,826.11	£ 2,613,381.23
202205	£7,274,873.66	£ 6,161,259.18	£ 2,452,380.73
202206	£7,433,429.84	£ 5,482,912.03	£ 2,542,697.92



In P6 we were at 72% of all invoices raised being collected within payment terms.

The top 5 services overdue debt (£4.78 million) account for 87.3% of total overdue debt with 37% (£1.76 million) of this on agreed payment plans.

	Service	Total Overdue Amount	Overdue Amount with Payment plan
1	Asset Management	£3,026,723.41	£1,537,249.33
2	Housing Benefit	£ 720,276.62	£171,370.12
3	Neighbourhood housing	£ 382,176.77	£25,029.04
4	Waste Strategy and Technical Services	£ 343,382.07	£10,351.78
5	Crematorium	£ 312,040.12	£17,741.16
Top 5 Total	Top 5 Total	£4,784,598.99	£1,761,741.43

- (c) Substitute Appendix 12 to the report (Use of Right to Buy Receipts Monitoring) on page 235 of the agenda, with the revised Appendix attached.

AGENDA ITEM 8: COUNCILLOR TRAINING AND DEVELOPMENT ANNUAL REPORT 2022-23

Correction:

Add to the table in paragraph 3.5 (pages 243 and 244) the following:

DATE	TITLE OF TRAINING (AND TRAINER)	No of Cllrs in Attendance
July/Sep/Oct 2022	Leadership Academy – (LGA) See paragraph 3.10 of the report for further details	1 (Cllr Julia McShane)

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Summary of HRA Capital programme

Scheme	2022-23 £000		Carry Forwards from 2020-21	2022-23 TOTAL Budget (Approved &)	Actual spend @ 08.09.22 Monitoring	Projected Outturn Spend 31.03.2023	Difference	% Slippage	Future Years Budgets (All Years)		
	Approved	Provisional							Approved	Provisional	TOTAL Future years (All years)
1 Acquisition of Land & Buildings	1,800	3,000	-118	4,682	1,078	4,682	0	0%	0	4,000	4,000
New Build Programme											
3 Guildford Park		26	0	26	0	0	-26	100%	0	14,775	14,775
3a Guildford Park - moved from GF	1,100	0	608	1,708	615	1,890	182	-11%	1,084	23,125	24,209
13 Bright Hill	463	3,000	20	3,483	22	60	-3,423	98%	423	3,000	3,423
13a Bright Hill - moved from GF	0	680	0	680	0	0	-680	100%	0	13,500	13,500
14 Weyside Urban Village		1,000		1,000	0	0	-1,000	100%	0	49,000	49,000
15 Various small sites & feasibility/Site preparation	0			0	0	0	0		1,000		1,000
16 Pipeline projects:	0		100	100		0	-100		8,803		8,803
Development Projects	7,100			7,100	0	0	-7,100		7,100		
Manor House Flats	1,530			1,530	6	144	-1,386	91%			
Banders Rise	130			130	1	30	-100	77%			
Station Road East	112			112	1	30	-82	73%			
Dunmore Garden Land	159			159	1	24	-135	85%			
Clover Road Garages	1,032			1,032	4	42	-990	96%			
Rapleys Field	415			415	4	40	-375	90%			
Georgelands 108	118			118	1	17	-101	86%			
27 Broomfield	109			109	1	30	-79	72%			
17 Wharf Lane	104			104	1	30	-74	71%			
17 Foxburrows Redevelopment	9,591	0	0	9,591	0	0	-9,591	100%	10,657	0	10,657
18 Shawfield Redevelopment	296	2,500	0	2,796	0	0	-2,796	100%	296	500	796
19 Equity Share repurchases	400			400	0	400	0	0%	1,200		1,200
SUB TOTAL Housing Investment Prog (HIP)	24,459	10,206	610	35,275	1,734	7,419	-27,856	79%	30,563	107,900	131,363
20 Major repairs and improvements	25,450		0	25,450	7,134	25,450	0	0%	950	27,500	28,450
21 HRA cash incentive grants	0	75		75	75	75	0	0%	0	375	375
TOTAL HRA Capital Programme	49,909	10,281	610	60,800	8,943	32,944	-27,856	46%	31,513	135,775	160,188
Acquisition as % of Housing Investment Programme	7.36%	29.39%	-19.34%	13.27%	62.16%	63.11%	0.00%	0.00%	0.00%	3.71%	3.04%

Financing	2022-23 £000		TOTAL Budget Approved at Council	Actual spend @ P3 Monitoring	Projected Outturn Spend 31.3.22	Difference	% Slippage			Financing of future spend
Capital Receipts			400		400	0				1,200
1-4-1 receipts			8,140		2,808	-5,332	-66%			17,195
Contribution from Housing Revenue a/c (re cash incentives)			75		75	0				375
Future Capital Programme reserve			11,547		11,547	0				38,661
Major Repairs reserve			13,903		13,902	-1				27,500
New Build Reserve			26,125		4,211	-21,914				82,358
Grants and Contributions			0		0	0				0
TOTAL Financing			60,190		32,943	-27,247				167,288

	2022-23 £00	2023-24 £00	2024-25 £00	2025-26 £00	2026-27 £00	2027-28 £00	2028-29 £00	2029-30 £00
a Value of receipts that will need surrendering if no further spend	0	0	0	27	3,680	2,519	2,804	3,011
b HIP Expenditure required to avoid RTB repayments	0	0	0	68	9,200	6,297	7,010	7,528
c Forecast HIP Expenditure from the Approved Capital progra	5,685	15,216	7,847	400	0	0	0	0
d Cumulative Expenditure forecast	7,419	22,635	30,482	30,882	30,882	30,882	30,882	30,882
e Forecast additional receipts that will be used (c x 40%)	2,274	6,086	3,139	160	0	0	0	0

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